

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE:	BUREAU DIRECTOR – ENVIRONMENTAL HEALTH
CLASS CODE:	1053
FLSA STATUS:	EXEMPT
SUPERVISORY STATUS:	SUPERVISOR
EFFECTIVE DATE:	1/4/2013 (REVISED 4/18/2006 VERSION)
DEPARTMENT:	HEALTH

JOB SUMMARY

Under general direction of the Division Director-Environmental Health, supervises assigned health programs and services in Utah County. Professional duties include providing training, and directing, assigning, and monitoring the work of others. The Bureau Director is an expert resource in the field or function over which he or she presides.

ESSENTIAL FUNCTIONS

Schedules, coordinates, assigns, and evaluates the work of assigned personnel; promotes teamwork and participation. Reviews and approves leave requests and usage.

Proposes recommendations to the Division Director-Environmental Health for the hiring and retention of personnel. Recommends budget for the division and assists in preparing the annual report.

Coordinates and evaluates programs; orders program supplies as needed.

Plans and implements policies for employee education and development; trains groups about environmental health practices.

Interacts with Program Managers and other personnel to ensure environmental health services are being implemented effectively.

Works in the field with Program Managers and other personnel to gain a better understanding of the services being provided and to assess the competency and training needs of employees.

Maintains current knowledge of regulatory guidelines, policies, and procedures, and implements the same. Provides updated program information to the Division Director, Program Managers, and other personnel.

Ensures personnel comply with federal, state, and local regulations, and assists with ongoing training.

Coordinates and conducts liaison activities with related federal, state, and local agencies. Serves on various committees as assigned within the local Health Department, in the community, and on the state and federal level including boards that recommend policies, health codes, rules, laws and regulations.

Conducts studies and research; prepares reports as required.

Serves as hearing officer and schedules administrative hearings.

Performs on-site inspections as needed.

Responds to and coordinates the investigation of complaints.

Responds to after-hour emergencies and interacts with other participating agencies and individuals.

Discusses noncompliance issues with Division Director, Program Managers and other personnel. Determines and documents enforcement action, and follows up to ensure required action was implemented.

Provides compliance suggestions and information to the public, contractors, and businesses.

CLASS TITLE: BUREAU DIRECTOR – ENVIRONMENTAL HEALTH**CLASS CODE: 1053****PAGE 2**

Fills in, assists, and accepts responsibilities of programs beyond those regularly assigned as needed. Serves as Division Director-Environmental Health in his / her absence as assigned.

Responds to public health emergencies as required by the department or division administration. Carries provided pager, cellular phone, or other emergency communication devices during all work hours and at all other times when unavailable by phone at home.

KNOWLEDGE, SKILLS, AND ABILITIES

Basic Knowledge of: supervisory techniques.

Thorough Knowledge of: current health codes, laws, regulations and guidelines; emergency health procedures.

Skill in: discerning what enforcement actions are needed and when; using computers and standard software applications; performing field inspections and preparing detailed reports.

Ability to: effectively communicate orally and in writing; establish and maintain effective working relationships with employees, other agencies, and the public; promote cooperation and compliance without enforcement actions; effectively train and supervise; deal appropriately with clients and employees in stressful or other undesirable situations.

PHYSICAL DEMANDS

Typically: sits at a desk or table.

Regularly: walks, stands, or stoops; lifts or otherwise moves objects weighing up to 30 pounds; drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is typically performed in an office or other environmentally controlled room. Regular field work may require use of protective devices such as masks, goggles, hearing protection, and gloves. Field work may occasionally expose incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to contagious or infectious diseases or hazardous chemicals. Field work may occasionally expose incumbent to equipment or tools and other environmental elements which have the potential to cause bodily injury. Work occasionally exposes incumbent to angry or otherwise upset individuals.

EDUCATION AND EXPERIENCE

A completed bachelor's degree from an accredited college or university that includes 30 semester hours in the natural sciences or a closely related field and five (5) years of experience as a licensed Environmental Health Scientist. Equivalent combinations of education and experience may also be considered. Preference may be given to applicants with supervisory or lead experience.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

- Applicant must possess and maintain licensure through the State of Utah as an Environmental Health Scientist.
- Applicant must possess and maintain a minimum of three certifications in an environmental health field, and upon selection, obtain during the first year of employment in the position and thereafter maintain, certifications required for his/her assigned program(s) as identified by the department.
- Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 days of employment.
- Selected applicants may be subject to a background check.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.